



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO
P.O. BOX 3990
COLUMBUS, OHIO 43218-3990

Canc: 30 NOV 14

NAVCRUITDISTOHIONOTE 5050

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1 4 NOV 2014

NAVCRUITDISTOHIO NOTICE 5050

From: Commanding Officer, Navy Recruiting District Ohio

Subj: NOVEMBER 2014 DIVISION IN THE SPOTLIGHT (DITS) FOR
DIVISION SEVEN

Ref: (a) NAVCRUITDISTOHIOINST 5040.1B

Encl: (1) Schedule of events
(2) DTS Travel Authorization Cheat Sheet
(3) DTS Travel Voucher Cheat Sheet

1. Purpose. To publish the schedule of events for the November 2014 DITS inspection.

2. Action. All personnel designated in reference (a) will attend the DITS for Division SEVEN on the dates and times listed in enclosure (1). Travel authorizations shall be submitted into DTS no later than 13 November 2014 per enclosure (2). Travel vouchers shall be submitted no later than 25 November 2014 per enclosure (3). Division SEVEN MWR representative will ensure that a MWR event is planned for the given time frame.

3. Changes. The Command Trainer will relay any changes to this notice via phone and E-mail announcement.

4. Locations. Division SEVEN (NRS Chillicothe, NRS Eastgate, NRS Western Hills, NRS Hamilton, NRS North College Hill, NOSC Cincinnati and NORS Cincinnati)

5. Attendees. XO, OPS, CMC, CR, CT, ADMIN, CCC, LSO, SYSAD.

6. Uniform. As published in the Plan of the Week.


ERIC A. SHATER

Distribution:

Electronic only, via

<http://www.cnrc.navy.mil/Ohio/Latest-Info.htm>

Schedule of Events

Tuesday, 18 November 2014

Division SEVEN personnel will muster at NOSC Cincinnati at 1100

1200-1300	Uniform Inspection/XO Call (NWU)
1300-1500	Administrative Record Reviews
1500-1700	MWR event at NOSC Cincinnati (Potluck, Corn-Hold)

Wednesday, 19 November 2014

TEAM #1

0900-1000	Station visit NRS Western Hills
1030-1130	Station visit NRS Hamilton
1200-1300	Station visit NRS North College Hill

TEAM #2

1030-1130	Station visit NRS Eastgate
1200-1300	Station visit NORS Cincinnati
1400-1500	Station visit NRS Chillicothe

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DTS TRAVEL AUTHORIZATION CHEAT SHEET

1. LOGIN at www.defensetravel.osd.mil
2. Official Travel
3. Authorizations/Orders
4. Create a new authorization/order
5. Leaving from: Click on either Residence or Duty Station and it will populate in the block for you
6. Departing on: 18NOV14
7. Trip type: AA/Routine
8. Trip purpose: SITEVISIT
9. Trip Description: OTHER TRAVEL – LEADERSHIP OVERSIGHT
10. Mode of Travel: OTHER Time: 0600AM
11. To find the Trip location: CINCINNATI, OH
12. Arriving on: 18NOV14
13. Departing on: 19NOV14
14. If you require rental car and/or lodging, Check this box
15. Check NO for the box 'Will you be traveling to any other location'
16. The authorization will then Refresh and then want to know where you will be Returning to: Click on either Residence or Duty Station and it will populate in the block for you
17. Trip duration: MULTI-DAY
18. Click on Other and then on 6:00PM
19. If you are attending a conference, write the conference name, if not check the box Not Applicable
20. Click on Save and Proceed
21. At the Trip Summary screen, hit Save and Continue
22. Top of Screen Select Accounting
23. Accounting Label: your department's LOA and then Select Continue
24. Top of Screen select Expenses and enter your estimated hotel room tax of \$20.00, Select Continue
25. At the Preview Trip page, enter in the Comments to the Approving Official the purpose of the travel: Leadership Oversight
26. At the bottom and click on Save and Proceed
27. Proceed to the following Page: Pre-Audit Select Continue
28. Pre-Audit screen click on Save and Proceed to Digital Signature
29. Digital Signature Page: click on Submit this Document as Signed
30. Routing List: The routing list that you are assigned to will automatically populate
31. Submit Document as 'Signed', click on Submit Completed Document
32. The screen will then refresh back to a listing of your existing authorizations. Make sure under 'My signed documents' that the trip you just entered says 'Signed' and not 'Created under Document Status'.

***** ATM WITHDRAWALS ARE NOT AUTHORIZED FOR ANY TRIP *****

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<p style="text-align: center;">DTS - TRAVEL VOUCHER CHEAT SHEET</p>
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(Dates used on this cheat sheet are for example only)

Please use your actual travel dates

1. LOGIN at www.defensetravel.osd.mil
2. At the "Welcome" screen, go to **Official Travel**
3. **Vouchers**
4. **Create a voucher from an authorization**
5. You will see the Trip Overview screen
6. Review this screen for the correct dates/location and if everything is good, click on the **Expenses** Tab. (If you need to adjust the dates, click on Itinerary and edit your trip dates)
7. This will automatically bring you to the **Non-mileage expenses** screen
8. Click on the **drop down** under Expense # 1 and click on **Hotel Room Tax** and enter the ACTUAL amount of the room tax charged on your hotel receipt, if any
9. Click on **Save Expenses** at the bottom
10. Click on **Substantiating Records**
11. If able to scan documents into .pdf form, scan all documents into a single file and save it to your computer. If not, skip this step and go to step 13.
12. Under the **Expenses** tab, click on **Substantiating Records**, then **Browse** to the scanned file on your computer, and click **Upload**. Proceed to step 16.
13. Under the **Expenses** tab, click on **Substantiating Records**, and then click on **Print Fax Cover Sheet** or scan/upload your receipt.
14. With the fax cover sheet on top of all receipts, worksheet, and any memos required, fax the entire package to the 888 number listed on the fax cover sheet.
15. Click on **Review/Sign** in the top right corner.
16. From here, click on **Review/Sign** and then click on **Digital Signature** and submit the document as **Signed**. In order to submit – click on **Submit Completed Document**
17. **Save and Continue**
18. On your "**My Signed Documents**" page it should show the document status as **Signed**. If it does not, go back to the **Digital Signature** page and hit the **Submit Completed Document** button, again. If you have done this right, it will bring you back to the "My signed documents" page and show that the document is actually signed and not created.